



THE REGIONAL MUNICIPALITY OF DURHAM

VACANCY NOTICE

Clerk's Department

MANAGER, RECORDS & INFORMATION MANAGEMENT

JOB ID: 3588

Reporting to the Regional Clerk, the incumbent will:

- Research, develop, implement and maintain a Corporate Records Classification Scheme and Records Retention By-law
- Co-ordinate the management of active and inactive records, both hard copy and electronic, across the Region and investigate, evaluate, implement and maintain alternative media solutions
- Develop, establish, implement and maintain Corporate Records and Information Management Policies and Procedures, including Manuals and Forms Design Management
- Co-ordinate all aspects of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA) for the Region on behalf of the Regional Clerk
- Establish and maintain the Corporate Archives Program
- Prepare and administer the Corporate Records and Information Management and Archives current and capital budget requirements, and review pre-budget proposals for the acquisition of new records management equipment
- Represent the Clerk's Department and participate as a member on a number of the Region's Strategic Plan Teams, Committees and Working Groups which support the current and future business needs of Durham Region
- Directly supervise Records & Information Management staff
- Provide Department Heads, Regional Committees and Council with information on various issues and respond to specific requests

The successful applicant will possess:

- Post-secondary education in information management/library science, archival studies or records and information management
- Minimum 5 years experience in Records and Information Management, preferably in a municipal environment
- Certified Records Manager (CRM) designation or equivalent
- Minimum 3 years supervisory/management experience
- Knowledge of records and information management, archives and library management policies, procedures and best practices
- Knowledge of Municipal, Provincial and Federal legislation governing records retention requirements
- Knowledge of information technology, specifically as it pertains to records and information management
- Proficiency in Electronic Records Management Systems (ERMS) and Microsoft Office Suite
- Excellent verbal and written communication skills
- Strategic development, project planning, presentation and management skills
- Excellent conceptual ability and creative problem solving skills
- Excellent team work and leadership skills
- A valid Ontario Class G Driver's License

TO APPLY:

Visit the Region of Durham's website at www.durham.ca and click on the link 'Employment Opportunities' to apply on-line. Applications must be received by no later than February 3, 2012.

*We thank all applicants for their interest. Only those selected for an interview will be contacted.
We are an Equal Opportunity Employer.*